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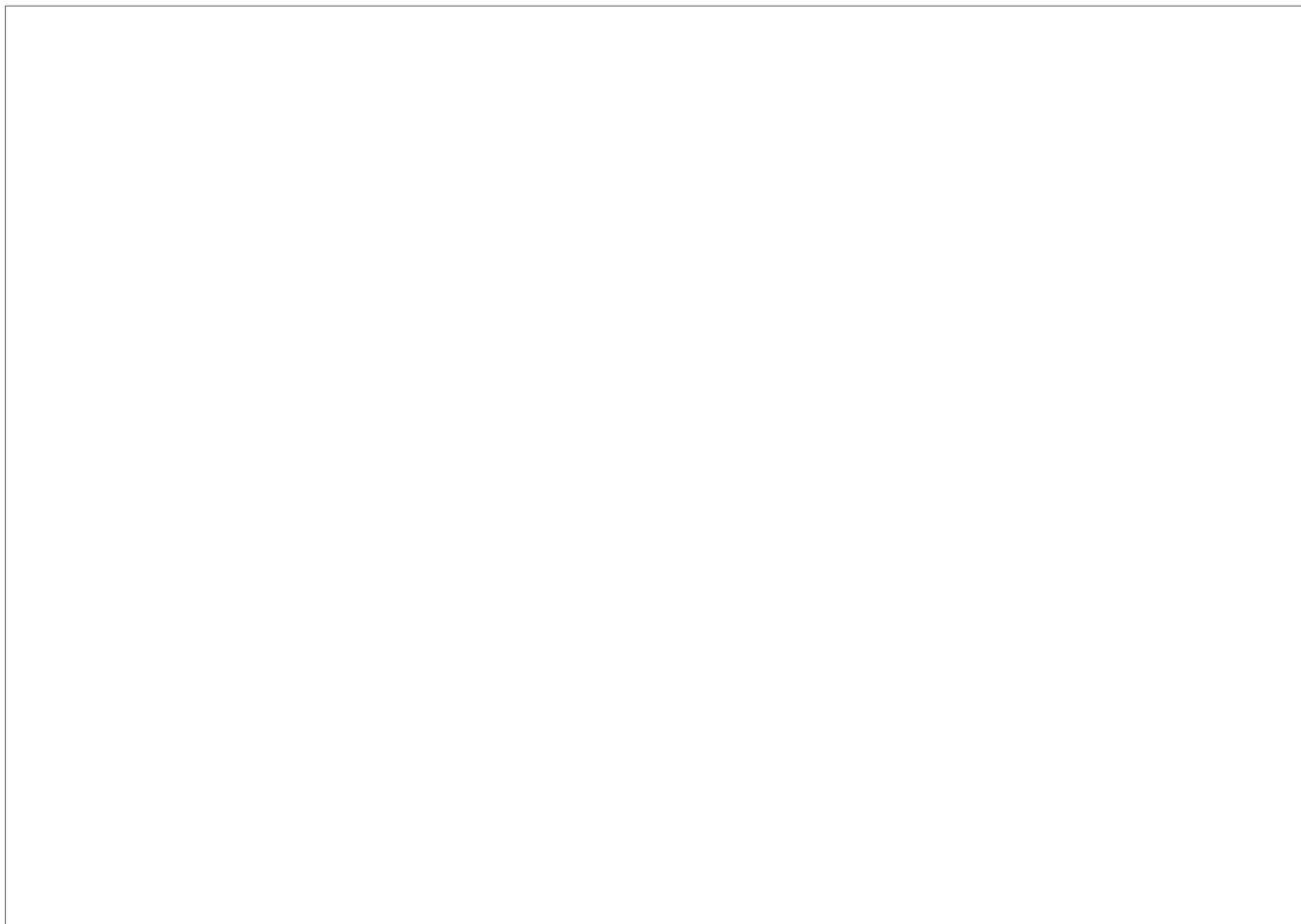
DDA 89-1985
3 November 1989

MEMORANDUM FOR: Director of Central Intelligence

FROM: R. M. Huffstutler
Deputy Director for Administration

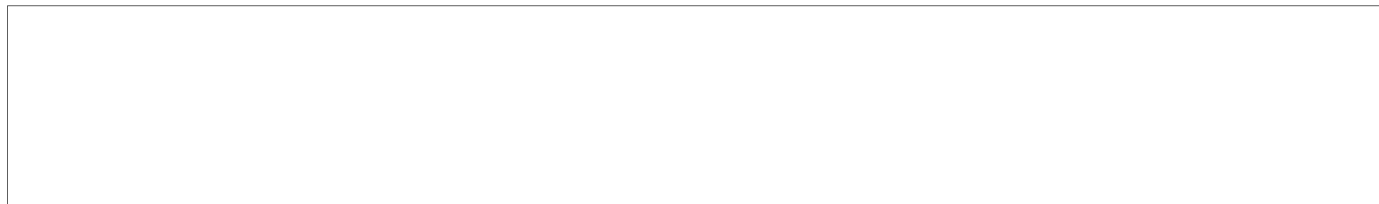
SUBJECT: Weekly Report for Period Ending 3 November 1989

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4. The Office of Communications notes only a very modest growth in communications equipment tonnage shipped in FY 1989 as compared to FY 1988. However, the figures reflect a significant shift in the modes of transportation utilized, with a

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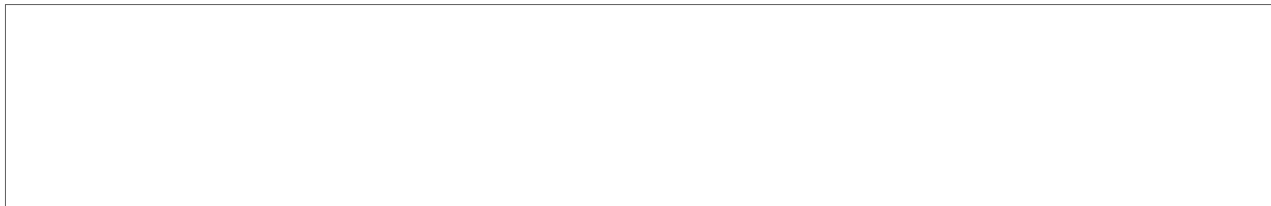
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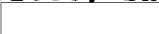
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SUBJECT: Weekly Report for Period Ending 3 November 1989

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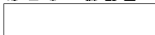


5. The Office of Financial Management (OFM) continues to streamline procedures to ensure compliance with the Prompt Payment Act. OFM can now pay vendors by electronic funds transfer in two days instead of four. This capability, coupled with the recently installed facsimile service to resolve incomplete or incorrect invoices, should greatly facilitate the invoice payment process. 

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7. The Office of Information Technology (OIT) has significantly reduced its backlog of Secure Telephone Unit (STU-III) installations. OIT is close to a 45-day turn-around time from receipt of request to installation of STU-III's for customers in the Washington Metropolitan Area. 

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R. M. Huffstutler

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ORIG: DA/MS: (3 November 1989) (weeklib)

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Distribution:

- 0 - DCI
- 1 - DDCI
- 1 - DD/P&G
- 1 - OCA
- 1 - C/Admin Grp/O Compt
- 1 - EACH DA O/D
- 1 - SSA/DDA
- 1 - DA/CMS
- 1 - DA/MS
- 1 - DA/PB
- 1 - DA/EEO
- 1 - DA/IRO
- 1 - DA/RPD
- 1 - DA/SPG
- 1 - OIT/ISD
- 1 - DDA Subject
- 1 - RMH Hold

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